
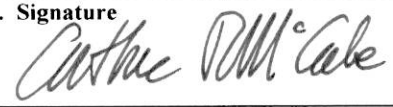


United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER EPES13006	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position					
	b. Title	c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Chief of Staff	ES	0340	DD	
4. Supervisor's Recommendation	Chief of Staff	ES	0301		
5. ORGANIZATIONAL TITLE OF POSITION (if any)			6. NAME OF EMPLOYEE Ryan Jackson		
7. ORGANIZATION (Give complete organizational breakdown)			e.		
a. U.S. ENVIRONMENTAL PROTECTION AGENCY			f.		
b. Office of the Administrator			g.		
c. Immediate Office			h. Employing Office Location Washington, DC		
d.			i. Organization Code A0000000		
8. SUPERVISORY STATUS					
<input checked="" type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGE) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGE. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisor/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Michael Flynn, Acting Deputy Administrator			d. Typed Name and Title of Second-Level Supervisor Catherine McCabe, Acting Administrator		
b. Signature 		c. Date 2/10/17		e. Signature 	
				f. Date 2/10/17	
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input checked="" type="checkbox"/> 3 High Security Clearance Required: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input checked="" type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required		d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input checked="" type="checkbox"/> may not be IA'ed <input type="checkbox"/> is limited to current incumbent	
		e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Professional <input type="checkbox"/> Executive		f. Functional Classification Code	
g. Bargaining Unit Code 4558		h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___ % of time) <input type="checkbox"/> This position is subject to random drug testing (___)		i. Classifier's Signature 	
				j. Date 02/14/17	
11. REMARKS Top Secret					

INSTRUCTIONS

I. ITEMS

- 1) DUTY LOCATION:** Show the geographical location of the position, e.g., Washington D.C., New York, NY, etc.
- 2) POSITION NUMBER:** To be completed by Human Resources Office or Shared Service Center.
- 3) CLASSIFICATION ACTION:** To be completed by Human Resources Office or Shared Service Center.
- 4) SUPERVISOR'S RECOMMENDATION:** Show the title service (GS, WG, etc) series and grade recommended by the supervisor.
- 5) ORGANIZATIONAL TITLE:** Indicate the organizational title of the position if any, e.g., Division Director, Team Leader, etc.
- 6) NAME:** Name of Employee. If vacant, indicate "vacancy."
- 7) ORGANIZATION:** Show the organizational designation of the position starting with the first subdivision under the EPA. Indicate the official organizational code for the lowest approved organization.
- 8) SUPERVISORY/MANAGERIAL DESIGNATION:** To be completed by immediate supervisor.
- 9) SUPERVISORY CERTIFICATION:** To be certified by the first and second line supervisors who are delegated the responsibility for assigning and reviewing work. Reference appropriate delegations, manuals, and guidelines for limitations on signatory authority. Approval by second line supervisors is not required if the immediate supervisor is an Assistant Administrator, Regional Administrator or Laboratory Director. Signing the position description is an important responsibility; any intentional false or misleading statement in this description or willful misrepresentation thereto is a violation of the law punishable by a fine of not more than \$10,000 or imprisonment of not more than 5 years, or both (18 U.S.C. 1001).
- 10) OFFICIAL CLASSIFICATION CERTIFICATION:** To be completed by Human Resources Office or Shared Service Center.
- 11) REMARKS:** To be completed by Human Resources Office or Shared Service Center.

II. ADDITIONAL INSTRUCTIONS

Type the duties and responsibilities of this position on plain bond paper and attach to this form.

For specific instructions on how to complete this form, please contact your Human Resources Office or Shared Service Center.

III. DISTRIBUTION

Original to official position description file in the Human Resources Office.
Copy to Official Personnel Folder (OPF)
Copy to Employee

Chief of Staff

ES-340

Supervisory Controls

Receives broad general direction and policy guidance from the Administrator. Within this framework, incumbent is allowed wide latitude in the exercise of initiative and judgment in performing assigned duties in a highly independent manner. Work is subject to review only for attainment of overall objectives and compliance with broad policies.

Major Duties and Responsibilities

1. Serves as Chief of Staff to the Administrator and provides advice and counsel on policy development, planning, coordination, and legislative matters as they relate to the programs of the Agency. Maintains a continuous awareness of the major national policies relating to the programs of EPA and the policies and programs supported and advocated by the Congress and the Administration in order to make recommendations to the Administrator concerning the development and implementation of major policies and programs of the Agency.
2. Provides advice to the Administrator and identifies problem areas, develops and recommends solutions and specific policies in relation to highly urgent and sensitive operational and/or program matters. Arranges for the implementation of specific policies and problem solutions developed, including making action assignments to the appropriate organizational element.
3. Keeps informed of important developments affecting policies and operations of the Agency. Advises the Administrator as to significant observations and presents background information, personal opinions, and advice concerning areas of interest. Provides and/or directs staff support for the analysis of action memoranda reaching the Administrator's office.
4. Represents the Administrator and the Agency at all levels of government, including Federal, state, municipal, and county agencies as well as private industry and citizen groups. Provides information and advice concerning the Environmental Protection Agency's activities and programs and interprets existing and proposed plans and policies. Applies a broad and comprehensive knowledge of problems involved in effective relationships between various government levels, private industry, and citizenry in striving to promote plans and programs of personal concern to the Administrator and of special significance to the national environmental protection effort. Stimulates interest,

elicits support, works out agreements at all these levels, and advises the Administrator on courses of action which should be taken.

5. Conducts special assignments for the Administrator on matters of special concern to the Agency. Develops assignments on own initiative or in response to requests of the Administrator. Assignments are usually broad based, touching upon wide program areas or activities within the Agency, relationships with other Government agencies, or various segments of industry. Establishes contacts at the highest official level for this purpose, develops information, evaluates findings, and prepares reports incorporating conclusions and specific recommendations. Provides information to the Administrator through personal briefings.

6. Ensures that Assistant Administrators, Associate Administrators and Staff Office Directors are informed of and given an opportunity to comment on proposed actions or decisions affecting their offices or responsibilities. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key issues. Represents the Administrator in discussions with key members of the Agency in conveying the Administration's point of view, desired emphasis, and goals. Recommends new, imaginative approaches to problems and objectives and enlists cooperation and contributions from Agency staffs.

7. Serves as a personal and confidential representative of the Administrator with members of the White House staff, members of Congress, Cabinet members and members of their top staff, heads of other independent agencies and commissions and their staffs in matters which affect the Agency and its policies.

8. Attends conferences for the Administrator within EPA to convey the Administrator's point of view, desired emphasis, and goals. Assesses the impact and subsequent relevance of matters discussed and enlists cooperation and stimulates contributions from Agency staff in developing new, imaginative approaches to problems and objectives. Briefs the Administrator on matters discussed and recommendations made.

9. Discusses the objectives of the Agency's programs with the Administrator and the background and purpose of each program, the viewpoints of the program officials, the existing policies and laws pertaining to the programs, and the problems that have been encountered in carrying out the programs. Provides the Administrator with an estimate of the current situation and advises on the probable effect within the Agency of actions the Administrator may wish to take. Engages

in frequent dialogue with the Administrator on the objectives and operations of the Agency in order to represent the long-range view and to provide an element of continuity in the mission of the Agency.

10. Keeps abreast of important developments affecting the Agency's policies and operations, and presents background information and personal viewpoints and advice to the Administrator. Reviews the Administrator's press releases and advance copies of other materials to determine consistency with her announced policies and to detect and forewarn as to possible unfavorable political and/or public reaction or criticism.

11. Manages the political appointees within the Immediate Office of the Administrator, including coordinating activities of Associate Administrators, Special Assistants and Staff Assistants to the Administrator and their staffs.

12. Performs other duties of a close and confidential nature.